

PLACER COUNTY HEALTH AND HUMAN SERVICES
Placer/Sierra County Mental Health Plan
Credentialing and Recredentialing of Network Providers

Revised: 5/16/2007

POLICY

It is the policy of the Placer/Sierra County MHP to ensure that Network Providers are credentialed to a standard that will benefit the clients mental health needs and provide quality, culturally competent services.

PURPOSE

This policy and procedure establishes credentialing standards and outlines the process by which a licensed mental health professional can become part of the Placer/Sierra County panel of credentialed providers and provide specialty mental health services to MediCal beneficiaries.

PROCEDURE

I. Initial Credentialing

A. Application -

1. Upon request any individual, licensed mental health service provider can apply to become a Placer/County MHP credentialed network provider by completing the Network Provider Application and submitting all required supporting documentation.

B. Credentialing Review – The credentialing review and first line credentialing approval will be done by the Provider Liaison who will be a licensed mental health professional (MFT, LCSW, RN, PhD, or MD).

C. Credentialing Standards -

1. Application Veracity: There may be no evidence of material misrepresentation in or omission from the application.
2. Application Signature: The application must be signed by the practitioner indicating that the application is true and correct and that the practitioner is willing to follow the processes, rules, standards, and philosophy of service outlined in the provider manual
3. Eligible Practitioners – Must be licensed as one of the following:
 - a. Marriage and Family Therapist (MFT)
 - b. Licensed Clinical Social Worker (LCSW)
 - c. Psychologist

d. Psychiatrist

4. Verification of Licensure:

- a. Licenses will be verified with the appropriate credentialing board.
- b. The status of the license will be checked.
- c. If any disciplinary action has been taken against the provider, the application and all supporting documentation will be reviewed by the Quality Improvement Coordinator and potentially the QIC prior to credentialing or denying credentialing.

5. Professional Liability Insurance Coverage:

- a. Proof of insurance coverage showing the insuring company, policy number, dates of coverage, and amounts of coverage must be submitted.
- b. Minimum coverage is \$1,000,000/3,000,000.

6. List of Excluded Individuals/Entities (LEIE) Office of Inspector General (OIG) List:

- a. Each new applicant will be screen against the LEIE List prior to credentialing.
- b. Any applicant who appears on the LEIE list will not be credentialed.

7. DEA Certificate – Psychiatrists only.

8. Non-discrimination: No provider will be discriminated against, including denying initial credentialing or de-credentialing due to:

- a. Serving high-risk populations; or,
- b. Specializing in conditions that require costly treatment; or
- c. Race, color, religion, sex, or national origin.

D. Determination:

- 1. The Provider Liaison will review the application, supporting documentation, and review each of the above standards and will make the determination of whether or not to credential the practitioner as a Placer/Sierra County MHP Individual Network Provider.
- 2. All adverse decisions will be reviewed by the QI Coordinator in addition to the Provider Liaison.
- 3. The date of credentialing and initials of the person who approved the credentialing will be written on the top corner of the application.

E. Notification:

- 1. All providers who have submitted applications for credentialing will be notified via a standard letter regarding credentialing or denial of credentialing.

2. Providers who have been approved will receive a Provider Manual and copies of Informing Materials.

II. Accepting the Credentialing of Another County

A. The MHP will accept the credential of another California County.

1. The credentialing will be verified by calling the county of the provider and requesting a letter stating that the provider is credentialed by that county and in good standing.
- B. Providers who are credentialed by another California County may also be credentialed separately by the Placer/Sierra County MHP if the MHP so desires.

III. Re-credentialing

A. Monthly Check -

1. The List of Excluded Individuals/Entities (LEIE) Office of Inspector General (OIG) List will be compared monthly and checked for a match against every credentialed provider on the provider list:
 - a. Any credentialed provider who appears on the LEIE list will be terminated from the provider panel, after verification of identity.
2. Professional Liability Insurance Coverage:
 - a. Each month a check will be done of each provider's insurance coverage to ensure that it has not expired and the minimum coverage is maintained.
 - b. A letter will go out to each provider (as a plan of correction) with expired insurance allowing 60 days to provide evidence of coverage.
 - c. If the provider has not provided evidence of insurance coverage within 60 days, the provider will receive another letter stating that they will be placed on the inactive list and will not be able to accept new beneficiaries until the insurance is received.

B. Every Two Years:

1. A review of the provider's licensure and re-verification of the appropriate licensing board will be done.